



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Western-Pacific Region  
Office of Civil Rights

P.O. Box 92007  
Los Angeles, CA 90009-2007

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Hello:

As you know, the Federal Aviation Administration (FAA) Modernization and Reform Act of 2012 mandates the implementation of a Disadvantaged Business Enterprise (DBE) and Airport Concession DBE (ACDBE) certification training program for officials or agents of airport sponsors who certify firms as meeting airport DBE and ACDBE requirements. In compliance with this requirement, the FAA Office of Civil Rights has developed a **DBE/ACDBE Certification Training Program** to be launched on February 15, 2013. The training will be available to all Unified Certification Program personnel responsible for performing certification functions.

The training program will review various aspects of DBE certification eligibility and will also address issues unique to ACDBE certification. It is intended to develop and enhance the skills necessary to perform a full review and analysis of certification eligibility. Other components will include Refresher Training, Advanced Training, and Webinars. The training will be available in two delivery modes, online and in-person. We estimate the entire program will take about 16 hours to complete. Each person required to take the training must complete the training within 60 days unless he/she attends a live training session.

The online training delivery platform will be *Absorb LMS*, a web-based learning management system. Participants will receive an email from *Absorb LMS* directing them to register for the training, including instructions on how to begin the process. Users will be able to log in and out at their convenience to complete the training.

Tentative dates and locations for the live trainings sessions, some in conjunction with nationally recognized transportation conferences, are as follows:

- April 23-24 - FAA Regional Office - Lawndale, CA  
(*This session is limited to 20 attendees. RSVP by March 29, 2013 to [dolores.leyva@faa.gov](mailto:dolores.leyva@faa.gov)*)
- June 7-8 - Airport Business Diversity Conference (AMAC) - San Diego, CA
- July 17-18 - COMTO 42<sup>nd</sup> National Meeting and Training Conference - Jacksonville, FL
- September 17-18 - FAA National Civil Rights Training Conference – Washington, DC

For more information about the Mandatory DBE/ACDBE Certification Training Program, please visit: <http://www.faa.gov/acr> or you may contact Patricia Wright (310) 725-3955, [patricia.wright@faa.gov](mailto:patricia.wright@faa.gov), or Dolores Leyva (310) 725-3939, [dolores.leyva@faa.gov](mailto:dolores.leyva@faa.gov).

Thank you for your support of the DBE and ACDBE programs.

Sincerely,

Michael D. Freilich  
Director, Western-Pacific Region  
and DBE/ACDBE Program Compliance